



**Washington State
Department of Transportation**

Public Transportation Grant Guidebook

Chapter 6: Requirements for operating and mobility management projects

DRAFT

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Public Transportation Division

Contents

6.1	Operating and mobility management projects.....	6-4
6.1.1	Operating projects.....	6-4
6.1.2	Mobility management projects	6-4
6.2	Eligible grant programs	6-5
6.3	Eligible services	6-5
6.4	Claim reimbursements	6-5
6.5	Eligible expenses	6-5
6.5.1	Eligible direct expenses	6-5
6.5.2	Personal vehicle mileage for volunteers	6-6
6.5.3	Lease of passenger service vehicles or facilities.....	6-7
6.5.4	Depreciation.....	6-7
6.6	Operating deficit	6-7
6.6.1	Calculating operating deficit	6-7
6.6.2	Operating profit	6-8
6.7	Documenting project costs	6-9
6.8	Required records.....	6-9
6.9	Required submittals	6-10
6.9.1	Consolidated Grant program.....	6-10
6.9.2	Regional Mobility Grant program	6-10
6.9.2.1	Performance measurement plan.....	6-10
6.9.2.2	Annual performance report	6-10
6.9.3	Transit Support Grant	6-11
6.10	Youth zero-fare program.....	6-11
6.11	Volunteer driver programs.....	6-11

Chapter 6: Requirements for operating and mobility management projects

This chapter outlines requirements and general guidelines for operating and mobility management projects. Regardless of project type, you must also follow the requirements for all projects found in Chapter 1 and chapters 2, 3, and 11, depending on the source of your funding.

This chapter covers the following sections:

- 6.1 [Operating and mobility management projects](#)
- 6.2 [Grant programs that typically provide funding](#)
- 6.3 [Eligible services](#)
- 6.4 [Claim reimbursements](#)
- 6.5 [Eligible expenses](#)
- 6.6 [Operating deficit](#)
- 6.7 [Documenting project costs](#)
- 6.8 [Required records](#)
- 6.9 [Required submittals](#)
- 6.10 [Youth zero-fare program](#)
- 6.11 [Volunteer driver programs](#)

6.1 Operating and mobility management projects

6.1.1 Operating projects

WSDOT awards operating grant funds to support passenger transportation services. The operating service must transport members of the public to, from, or within Washington state and must provide meaningful access to people residing in the state.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); POL-531

6.1.2 Mobility management projects

WSDOT awards grant funds for a variety of mobility management activities aimed at coordinating transportation options and solutions. Eligible activities may include travel training, trip coordination, operation of 2-1-1 call centers, and other efforts that enhance access to transportation services.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#)

6.2 Eligible grant programs

The following WSDOT grant programs commonly provide funding for operating and mobility management activities:

- **Consolidated Grant:** Supports public transportation services and mobility management, especially for rural and special needs populations.
- **Regional Mobility Grant:** Funds projects that improve connectivity, reduce congestion, and enhance the efficiency of regional transportation systems.
- **Tribal Transit Mobility Grant:** Provides support for tribal governments to enhance transportation services for tribal members and surrounding communities.
- **Transit Support Grant:** Offers flexible operating support to transit agencies to maintain or improve public transportation services.

6.3 Eligible services

The scope of work in your grant agreement with WSDOT outlines the eligible services for each project, including geographic areas and service modes (e.g., fixed route, demand response). It's imperative that you review the Scope of Work section in your grant agreement to ensure alignment with the services you will provide. Only those services specifically identified in the grant agreement are eligible for reimbursement.

If you need to modify any aspect of your project, you must follow a formal change process. Refer to [Section 1.2: Project change requests](#) in this guidebook for more information.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#)

6.4 Claim reimbursements

Refer to [Section 1.5: Financial Management](#) for detailed claim submission requirements. You may submit your own reimbursement documentation or use the WSDOT claim form provided in [Appendix B](#).

6.5 Eligible expenses

WSDOT will reimburse you for actual eligible expenses, minus passenger fares, donations, and any revenue provided by your organization as a local match for the project. Your expenses may include both direct and indirect costs (if approved by WSDOT).

To qualify for reimbursement, your project must demonstrate an operating deficit. For more details, refer to [Section 6.6: Operating deficit](#).

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

6.5.1 Eligible direct expenses

Eligible direct expenses are those that are:

- Directly related to your project.
- Necessary to carry out the project.
- Considered reasonable in amount.

Examples of direct expenses include, but are not limited to:

- Driver and dispatcher wages and benefits.
- Administrative costs directly related to the project and not included in an improved indirect cost plan.
- Vehicle fuel.
- Vehicle maintenance costs.
- Purchased transportation services.
- Marketing and public outreach specific to the project.
- Other project-related supplies and materials.

Certain types of expenses have specific eligibility conditions. The following information will help you determine which expenses qualify for reimbursement.

Note: Third-party contracts, including purchased transportation services, must follow the procurement requirements outlined in chapters 1, 2, and 3. You are expected to competitively award these contracts. Before executing any contract with a vendor, you must submit it to WSDOT for concurrence. Reach out to your assigned WSDOT contact listed on your grant agreement to ensure your contract includes all necessary clauses and provisions.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

6.5.2 Personal vehicle mileage for volunteers

Occasionally, you may use volunteers to transport the general public and persons with special needs. These services are considered eligible direct expenses only if all the following conditions are met:

- You maintain a written policy outlining the use and reimbursement procedures for volunteer drivers using their own vehicles.
- Volunteers operate under a formal contract or agreement with your organization.
- Trips provided by volunteers do not conflict with existing local taxi services.
- You actively promote shared rides.
- Your organization pre-approves and dispatches volunteer trips in advance.

- You reimburse volunteers at a mileage rate that does not exceed the current state mileage rate.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

6.5.3 Lease of passenger service vehicles or facilities

Expenses related to leasing passenger service vehicles or other project-related facilities are considered eligible only if the expenses are explicitly identified in the grant application budget or otherwise approved in advance by WSDOT.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

6.5.4 Depreciation

Depreciation spreads the actual cost of a capital asset over its predetermined useful life.

In general, depreciation is an eligible operating grant expense. However, the following conditions apply:

- Depreciation on assets purchased in whole or in part with state or federal grant funds is not eligible.
- Any revenue received related to the depreciation expense must be placed into a capital reserve account.

For grant-funded operating projects, the depreciation method must comply with [2 CFR 200.436](#). The FTA requires the use of straight-line depreciation for capital assets.

Capital assets are defined as tangible items that:

- Have a useful life expectancy of more than one year.
- Have a unit price of at least \$5,000.
- Are tracked with physical inventory records.

You may set a dollar threshold lower than \$5,000. For the grant-funded projects, you must apply a threshold equal to \$5,000 or your organization's policy threshold, whichever is lower.

Source: [FTA C 9040.1H](#); [FTA C 9070.1H](#); [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

6.6 Operating deficit

6.6.1 Calculating operating deficit

To qualify for competitive operating grant funding, your organization must demonstrate an operating deficit that is at least equal to the grant amount requested. To determine if you have an operating deficit, use the following formula:

Operating Deficit = Net operating expenses – Total operating revenue

Where:

Net operating expenses = Gross operating expenses – (farebox collection + Ineligible expenses)

Total operating revenue includes all revenue used to support the project. Typical sources of operating revenue may include:

- Local tax revenue.
- State and local subsidies.
- Interest income.
- Advertising revenue.
- Freight revenue.
- Income from contract service (if related expenses are included in the net operating expense).
- Other operating subsidies (i.e., Medicaid or Title III).
- Miscellaneous revenue.
- Unreserved retained earnings.

Total operating revenue does not include the funds from your WSDOT grant award or local funds either deposited in a reserve account or used for capital purchases.

You must calculate your operating deficit based on the operating income received and earned and the expenses paid and incurred.

Your operating represents the maximum amount you may submit for reimbursement under the grant.

Source: [49 USC Chapter 53](#)

6.6.2 Operating profit

Your organization is not eligible to receive operating assistance if it has an operating profit. However, WSDOT calculates payments based on project-to-date expenses versus project match. So, it is common to have an operating profit in one quarter and an operating deficit in another.

If your project shows an operating profit in a quarter, WSDOT recommends placing the excess revenue in an operating or capital reserve. You can use this reserve to cover future deficits or capital purchases.

Note: If you submit a claim reimbursement showing an operating profit, you may be required to repay WSDOT an amount equal to the profit.

Source: [49 USC Chapter 53](#)

6.7 Documenting project costs

For operating and mobility management projects, you must track all costs charged to the project and the revenues supporting it within your accounting system. You may keep a separate set of accounts or a subaccount within your accounting system to accomplish this.

If you manage multiple transportation projects, you may use a cost allocation plan to distribute expenses across projects. WSDOT must approve your cost allocation plan. Additionally, your accounting records must include:

- Vouchers or purchase orders prepared for all vendor payments, clearly identifying:
 - The goods or services purchased.
 - The vendor's name.
 - The program(s) charged for the expenses.
- Timesheets and other records accurately tracking employee time spent directly on a project including hours worked.
- Documentation supporting in-kind contributions.

If your matching funds include in-kind contributions, the reported values must align with the in-kind plan submitted with your grant application or with a WSDOT-approved amended plan.

You must retain documentation supporting the goods and services received, including:

- The names of the individuals and/or organizations that provided the goods or services.
- Signed volunteer timesheets that include the hours worked on the project and a description of the services they provided.
- Written statements from donor organizations summarizing the type and estimated value of the goods or services contributed.

Source: [2 CFR 200](#); [OFM State Administrative and Accounting Manual](#)

6.8 Required records

WSDOT requires you to retain information related to your operating or mobility management project. This includes, but is not limited to:

- Ridership numbers and trends.
- Operating hours and miles.
- Schedule reliability metrics.

- Revenue miles.
- Marketing and outreach materials.
- Service schedules.
- DBE purchasing efforts (required for FTA-funded projects only).
- Community outreach and coordination efforts.
- Program income.
- Charter services provided.
- Any other information helpful in demonstrating the success of the project.

Source: [CORE Retention Schedule, Part 3.5: Grants management](#); WSDOT public transportation grant agreement

6.9 Required submittals

The following documentation is required depending on the grant program under which you received funding.

6.9.1 Consolidated Grant program

You must submit various records, policies, and other supporting documents in GMS for review during site visits. See [Chapter 9 Compliance site visits](#) for more details.

Source: [2024-2027 State Management Plan](#); POL-512

6.9.2 Regional Mobility Grant program

6.9.2.1 Performance measurement plan

You must submit a performance measurement plan in GMS by May of the first fiscal year. This plan is used to monitor your project's performance after implementation.

Your performance measurement plan must document the methods for determining and reporting the actual performance of your project in your annual reports.

WSDOT must review and approve your project's performance measurement plan before processing claim reimbursements for payment.

6.9.2.2 Annual performance report

You must submit an annual performance report in GMS once your project becomes operational. Submit your first annual report after you have collected Year 1 data per the schedule in your performance measurement plan.

WSDOT reports to the Legislature annually on all projects that have an anniversary date before Oct. 31. If you have not submitted an annual report for the year, you must submit it by Oct. 31.

Source: [RCW 47.66.030\(3\)](#)

6.9.3 Transit Support Grant

If your organization is eligible for Transit Support funding, you must submit a certification form in the Compliance section of GMS on a biennial basis.

The certification form entails marking “yes/no” in the following sections:

- Section A: Sales taxes
- Section B: Zero-fare policy
- Section C: Ridership reporting

Certifications must be signed by someone authorized or delegated to sign contracts on behalf of your organization and uploaded in GMS at the time of biennial distribution of Transit Support funds.

Source: POL-559

6.10 Youth zero-fare program

If your organization is a public transit agency that receives Transit Support grant funding, you may use fare media to implement a youth zero-fare program to help improve outreach, program performance measurement, program implementation, eligibility determination, and security.

You may not deny service to an eligible rider who identifies oneself as 18 years of age or younger solely due to a lack of fare media.

Source: POL-546

6.11 Volunteer driver programs

For information about volunteer driver programs and Washington state requirements, please refer to the [WSDOT Volunteer Drivers Guide](#).

The current version of this guidebook was last updated in 2013 and is undergoing a full update led by the National Rural Transit Assistance Program (NRTAP), WSDOT, and more than 10 state and federal partners. Until the new version is available, please refer to the 2013 edition.

If you have any questions about volunteer driver programs, visit the Rural Transit Assistance Program section on our [Public transportation contacts webpage](#) for the most current contact information.

Source: [WSDOT Volunteer Drivers Guide](#)

English

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시고.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его

средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

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tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phái Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - Arabic

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل القومي من المشاركة في أي من برامجها وأنشطتها (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في ولاية واشنطن 6 العنوان ويمكن إلى شخص يعتقد أنه تم انتهاك حقوقه التي 1964. أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخالف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام أو بشأن التزاماتنا بعدم التمييز / للحصول على معلومات إضافية بشأن إجراءات الشكاوى و. التابع لوزارة النقل في ولاية واشنطن (OECR) يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية بموجب الباب السادس، يرجى الاتصال بمنسق الباب السادس في مكتب المساواة والحقوق المدنية على الرقم (360) 705-7090.

معلومات قانون الأمريكيين ذوي العاقة (ADA)

855-362- أو عن طريق الاتصال بالرقم المجاني wsdotada@wsdot.wa.gov يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن للأشخاص 4ADA (4232) على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

中文 – Chinese

《权利法案》Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964 年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OECR的第六篇協調員，電話 (360) 705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov或撥打免費電話

855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibbaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: PubTrans@wsdot.wa.gov

Español - Spanish

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7921, o envíe un mensaje de correo electrónico a: PubTrans@wsdot.wa.gov

tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: PubTrans@wsdot.wa.gov

русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

العَرَبِيَّةُ - Arabic

الترجمة دلمات خ

عن اللغوية المساعدة خدمات طلبًا ما فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 7921-705-360 بالرقم الاتصال بق طر: PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

中文 - Chinese

翻译服务

如果您难以理解英文，则请致电：360-705-7921，或给我们发送电子邮件： PubTrans@wsdot.wa.gov，请求获取免费语言援助服务